

AUG 73 1

FORWARDED  
TO COMPONENTS  
WITH PART II  
THRU SRB.

ANNUAL PERSONNEL PLAN (APP)PART II - REPORTS

The statistical reports which make up Part II of APP are attached. They should be reviewed by those responsible for the preparation of Part I prior to submitting the APP to the Deputy Director concerned.

Although the format of the Part II remains basically intact, certain changes were necessitated because of the current unavailability of data or the inability to tabulate presently available data using the proposed system. These changes are noted as follows:

REPORT 1 (PROMOTIONS)

Promotion rates by age outside the DDM&S are not provided because the employee population by age of an office is not currently part of a computer program.

The average number of months (time-in-grade) of those promoted during FY 73 is provided as additional information.

REPORT 2 (SEPARATIONS)

Wage Board personnel are included in the non-professional GS-06 and below column. SPS personnel are included in the professional GS-15 and above column.

REPORT 3 (ANNUITANTS)

This report was prepared on a component basis only. Career Service considerations are not applicable.

REPORT 4 (FITNESS REPORTS)

The section of the report having to do with the percentage of delinquent fitness reports has been deleted because of difficulties in establishing a satisfactory statistic.

REPORT 5 (AWARDS)

Section A (QSI's) entries are listed by Career Service for components in the DDM&S (includes careerists assigned elsewhere) and by office elsewhere (excludes support careerists).

Section B (Suggestion and Incentive Awards) entries are listed by component without regard for the Career Service of the person involved.

Section C (Honor and Merit Awards) entries are listed by Career Service in the DDM&S (includes careerists assigned elsewhere) and by office elsewhere (excludes support careerists).

REPORT 6 (USE OF LEAVE)

This report is not available for the calendar year 1973. Machine produced data will be ready for use shortly after the close of 1974.

NOTE

A replacement for Report 4 containing fitness report rating information for Fiscal Year 1972 will be distributed by 31 August 1973.